



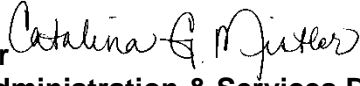
OPERATIONS MEMO

Update of the California Student Aid Commission

January 18, 2013

GOM 2013-03

TO: Financial Aid Administrators
High School Counselors

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SUBJECT: California Chafee Foster Youth Grant Program Update

This Operations Memo provides an update on the California Chafee Foster Youth Grant (Chafee) Program.

2013-14 Chafee Application

The 2013-14 Chafee Foster Youth Grant Program Application is now available on the Commission's website at <https://www.chafee.csac.ca.gov/>. New Chafee applicants who are unable to access the online application may print a [paper application](#) and submit it to the Commission at the address indicated on the form.

Only new Chafee applicants need to complete the 2013-14 Chafee application. All age-eligible applicants who have submitted a Chafee application for academic year 2012-13, or in prior years, will be renewed for the 2013-14 academic year. Although renewal Chafee participants do not have to re-submit an application, they are still required to complete and file a 2013-14 Free Application for Federal Student Aid (FAFSA) and a 2013-14 Chafee Need Analysis Report.

2013-14 Chafee Need Analysis Report

WebGrants access is now available for submission of the 2013-14 Financial Need Analysis Reports (NAR). Although institutions without access to WebGrants may submit the [paper NAR](#), the Commission encourages the use of WebGrants to submit NARs. This online process immediately confirms that the NAR was accepted, and it also allows students to immediately view their NAR through their account on [WebGrants for Students](#) (WGS).

To identify students who are missing the 2013-14 NAR, check the *Chafee Need Analysis Roster* on WebGrants at "Report Download", which is updated weekly.

Chafee Letters on Aging Out

To qualify for a Chafee Grant, new applicants must not have reached 22 years of age and renewal participants must not have reached age 23 by July 1, 2013.



State of California
Edmund G. Brown Jr.
Governor

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The Commission has identified those aging-out applicants and participants and will be sending e-mails and letters informing them that they no longer qualify for a Chafee award.

Applicants with Missing Information

For an applicant to be considered for a Chafee award, the Commission must receive the following:

1. Chafee Grant Application (one-time)
2. California Department of Social Services Foster Care Eligibility Certification
3. Free Application for Federal Student Aid (annually)
4. Need Analysis Report (annually)

Each year, the Commission matches these records to process applicants with complete files through the award cycle. Applicants who have missing information cannot be processed to determine Chafee award eligibility. To assist these potentially eligible applicants in completing their missing information, the Commission sends e-mails and letters instructing them to provide the necessary documents required for Chafee award consideration.

2012-13 Chafee Status

Spring Term Payments: The 2012-13 Spring term Chafee payments were processed on January 7, 2013. Institutions should have started receiving Chafee Program checks from the State Controller's Office (SCO). To facilitate the reconciliation and distribution of the new 2012-13 Chafee payments, please review and update the status of Chafee recipients on the online WebGrants *Payment Roster* and immediately return checks for any ineligible participants to the Commission. If a check is returned, do not deface the check by writing "VOID" as it creates delays in offering additional Chafee awards.

Need Analysis Report (NAR): The 2012-13 NAR will continue to be available for institutions that wish to process students attending the 2012-13 academic year. Make sure you select the correct year as the 2013-14 NAR will also be available.

2012-13 Chafee Application: The 2012-13 Chafee online application will remain open through June for students wishing to apply for the current academic year.

Contacting the Commission

If you have any questions, please contact the Specialized Programs Operations Branch at (888) 294-0153, option 2. The Commission encourages students to use *WebGrants for Students* at www.webgrants4students.org to access account information, but students with general Chafee Program inquiries may also contact the Student Support Services Branch at (888) 224-7268.

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